Portsmouth CITY COUNCIL

Public Health Intelligence Analyst Apprentice - (Specialist Level 7 Apprentice)
secondment/fixed term opportunity for up to 36 months due to funding

Salary: Band: 9, £40,443 - £44,252 p.a.

Level 7 - Health and Care Intelligence Specialist Apprentice with JGA

37 hours per week

Office attendance is required minimum 2-days a week for full time staff, this remains flexible, subject to business needs.

Location: Civic Offices, Guildhall Square, Portsmouth

Contract type: fixed term for up to 36 months due to funding

The Service

Portsmouth is a great waterfront city with a bright future. As part of shaping the city's future, the Council is committed to making Portsmouth a great place for our residents to live and work.

The Public Health Directorate plays a key role in achieving the city's ambitions by providing leadership and influence to improve the health and wellbeing of the people of Portsmouth. We do this by focusing on improving the health and wellbeing of our poorest residents fastest to reduce health inequalities.

The service leads on delivering the Council's public health role and works closely with a range of colleagues within the Council and partners to optimise opportunities, such as NHS Hampshire and Isle of Wight Integrated Care Board, the voluntary and community sector, the University of Portsmouth, businesses and local residents.

As a service we take pride in our work by valuing others and focusing on areas where we can make a real and positive difference. Our values are outlined in our Ways of Working and if they reflect how you work then this role offers a great opportunity to develop your career.

What is the role?

The post holder will sit within the Strategic Intelligence and Research team reporting to the Public Health Principal Intelligence Analyst. You will be supporting the organisation to fulfil its public health intelligence functions including the statutory Joint Strategic Needs Assessment (JSNA). This will involve a mixture of complex statistical analysis, use of specialist statistical, geographical information systems (GIS) and geo-demographic segmentation software, and presentation of findings in a range of formats including written reports and meaningful visualisations. Alongside these responsibilities, the post holder will undertake the Health and Care Intelligence Specialist Level 7 Apprenticeship, a postgraduate-level programme funded by NHS England and delivered by JGA. The post holder will be expected to apply and evidence their learning through work-based practice, developing advanced analytical, leadership, stakeholder

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engagement, project management and communication skills to support evidence-informed decision making.

The role will work with colleagues in Directorates across Portsmouth City Council and with external partners, including the University of Portsmouth and HIVE Portsmouth. You will work in line with the corporate values and policies of Portsmouth City Council.

Within the role you will:

- Contribute to producing in-depth Needs Assessments that guide strategic decision making and commissioning and contribute to a common understanding of the health and wellbeing needs of the local population in Portsmouth. You will do this by combining varied data sources and evidence to identify trends, patterns and behaviours for Portsmouth. This could include contributing to other outputs such as health and lifestyle surveys, health impact assessments, and the Director of Public Health's Annual Report.
- Gather, manipulate, analyse, interpret and present data from appropriate sources for a range of outputs. The role includes quality assuring the data, investigating data problems and taking appropriate action to ensure data integrity. You will undertake advanced statistical and epidemiological analyses using a range of analytical approaches and tools to generate meaningful insights.
- Communicate complex information to a range of audiences, both verbally and in writing. You will develop data visualisations appropriate to different audiences and contexts using a variety of analytical tools, including statistical programming software and industry-standard packages such as R and Power BI.
- Work collaboratively with colleagues across Portsmouth City Council and external partners, including supporting the mandated Public Health 'core offer' to NHS commissioners. You will be expected to build and maintain effective working relationships with a wide range of colleagues and stakeholders to understand information needs, support evidence-informed decision making and deliver analytical projects.
- Support and train colleagues in statistical techniques, interpreting data and using analytical tools. This may include providing guidance on the use of Excel, Power BI and other tools used for data management, analysis and reporting.
- Design and develop Power BI (or similar platform) reports to contribute to the dissemination of Public Health Intelligence for the JSNA and the needs of Portsmouth City Council and external partners, including NHS Hampshire and Isle of Wight ICB.
- As part of the Health and Care Intelligence Specialist Level 7 Apprenticeship, a postgraduate-level programme funded by NHS England and delivered by JGA, the post holder will apply and evidence learning through work-based practice and projects. This will include developing knowledge and skills in areas such as the health and social care system, stakeholder engagement, leadership and management, project and change management, study design and methodology, data analysis, interpretation and dissemination of information, financial and economic evaluation, and the use of evidence to inform decision making.

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Who is the person?

You need to:

1. Hold a degree-level qualification in Public Health, statistics or an associated subject, or have equivalent experience.
2. Have experience of applying your skills to the analysis of public health, health, care or equivalent population-level data and be able to demonstrate your ability to analyse and present such data. Applicants should normally have substantial experience in an analytical, intelligence or research role, or be able to demonstrate equivalent knowledge and experience, to support successful completion of the Health and Care Intelligence Specialist Level 7 Apprenticeship.
3. Be able to demonstrate the capability, commitment and motivation to successfully undertake a postgraduate-level Health and Care Intelligence Specialist Level 7 Apprenticeship, applying learning through work-based practice and developing expertise in leadership, stakeholder engagement, project management and the use of intelligence and evidence to influence strategic decision making across health and care systems.
4. Have a good understanding of population-level data sources, including relevant limitations.
5. Have a good understanding of information governance and data protection issues related to handling, manipulating, presenting and storing data.
6. Have theoretical knowledge of qualitative and quantitative research and be able to apply appropriate statistical and numerical techniques. This includes understanding how to critically appraise methodologies.
7. Be skilled at communicating complex analytical and statistical information to a wide range of audiences, producing meaningful reports and presentations, building effective stakeholder relationships and supporting evidence-informed decision making.
8. Have a high level of proficiency in MS Office packages, particularly Excel and Power BI, or other tools used for data management, analysis and reporting.
9. Have experience of working with relational databases and data extraction tools, with strong skills in database querying using SQL or similar query languages.
10. Have experience of using other advanced programming languages such as R, DAX, Python or similar for statistical analysis.
11. Have a strong attention to detail as you will be required to collate and quality check complex public health information.
12. Experience of supporting, training, coaching or developing colleagues would be desirable, as you will be expected to share knowledge and promote good practice in the use of data, intelligence and analytical tools.
13. Have strong organisational and time management skills, with the ability to manage competing priorities, work independently and deliver analytical projects and apprenticeship requirements within agreed timescales.

Additional information:

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process

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and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.